

**STUDENT FINANCIAL ASSISTANCE (SFA)  
CONFIGURATION MANAGEMENT AUDIT OF  
ENTERPRISE ARCHITECTURE INTEGRATION PROJECT**



Client:	<u>SFA</u>
Project:	<u>Enterprise Architecture Integration</u>
Project Manager:	<u>Debra Elkins</u>
Configuration Manager:	<u>Josh Stauffer</u>
Release Date:	<u>June 21, 2001</u>

Complete the following checklist—making sure to add comments. Any item checked “No,” which is applicable, requires a comment to explain the finding. All items reviewed must be in compliance to check “Yes.” Otherwise, check “No” and identify which items were not in compliance. This form will be the basis for the audit report.

<b>Checkpoints</b>	<b>Yes</b>	<b>No</b>	<b>n/a</b>	<b>Comments/Ref Info.</b>
CM strategy documented	X			
CM Manager Identified	X			
CM plan started and up-to-date	X			
CM organization chart created	X			
CM team members trained to perform activities	X			
Configuration items identified and documented on the configuration item index	X			
Libraries established for configuration items	X			
<b>Documented</b> procedures exist for development and movement of configuration items in the libraries	X			
Project members trained in CM procedures for configuration item development	X			
Baselined configuration items protected	X			
<b>Documented</b> change control procedures exist for each type of configuration item	X			
Project members trained in CM change control procedures for the configuration items they are working with	X			
<b>(Add additional checkpoints as needed)</b>				

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## ***Configuration Items Reviewed***

Document all configuration items reviewed during the audit.

<b>Configuration Item Name</b>	<b>Location</b>

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## ***Document History***

Make sure to update the document history information below. Also, update the “Status” and “Version” number in the header to match this section.

<b>Author</b>	<b>Date</b>	<b>Version</b>	<b>Description</b>
[name]	dd=mmm=yy	[number]	[short description]